



## Development Associate

**Reports to:** Director of Development and Communications

**Date:** August 2022

**Status:** Full-time, Non-Exempt

### Overview:

The Development Associate is responsible for managing development operations and supporting operational functions of the agency. The Development Associate enters financial and in-kind donations, creates and sends acknowledgement communications to donors, and pulls reports from the donor database (DonorSnap) as needed. The Development Associate supports the organization by answering phone calls and assisting with programs in partnership with fellow staff and volunteers.

### Essential duties and responsibilities include:

- Timely entry of all donations in the donor database and acknowledgement of donations
- Update the donor database as needed to maintain accurate information
- Prepare development reports as requested
- Work closely with the accounting team to ensure the accuracy of donor information in financial systems and reporting
- Manage credit card reconciliation
- Maintain the in-kind master spreadsheet and other data and reports required by the accounting team
- Update and maintain email listservs in Constant Contact mass email platform
- Manage Care for Real mail distribution, preparing donor mailings, and manages inventory of mailing materials
- Assist with data management and reporting impact
- Help with editing and execution of communications as needed
- Assist staff and volunteers with answering phone calls and administrative tasks
- Provide assistance for overall office administration, programs, and operations as needed

### Needed Skills & Abilities:

- Efficiently manage multiple work assignments independently and prioritize work in a fast-paced environment
- Demonstrate organization skills and attention to detail
- Ask questions and request clarification on work processes

- Ability to problem solve and be resourceful
- Self-starter with willingness to take initiative

## **Job Requirements**

- 1-3 years office related experience, preferably in a not-for-profit
- Experience in database management and competency working with CRMs
- Proficient in all Microsoft Office programs, especially Word, Outlook, and Excel
- Comfortable in working with multiple software programs and interfacing programs as needed
- Strong communication skills
- Comfortable working in a changing environment with a diverse group of people
- Demonstrate commitment to mission and ability to positively represent Care for Real in the community
- Bachelors Degree preferred

## **Care for Real's Work Environment:**

The Development Associate will primarily work in a professional office environment, using standard office equipment such as computers, phones, and copiers. The Development Associate will regularly interact with staff, volunteers, and clients. In the course of regular duties, this person may be required to lift and/or move objects weighing up to 25 pounds. The Development Associate's workspace is housed in a warehouse environment where awareness of one's surroundings and close-toed shoes are required at all times.

## **Care for Real's Mission**

Care for Real's mission is to foster a healthy and equitable community by helping vulnerable neighbors overcome food insecurity with dignity.

## **Salary Range & Benefits**

The Development Associate salary range is between \$20-22/hour that is commensurate with experience. Full-time staff have a competitive benefits package including health care package, a 401k plan, and paid time off.

**Care for Real is an Equal Opportunity Employer. We are committed to equity, diversity and inclusion in all areas of the organization. We strongly encourage applications from people of color and members of underrepresented groups. Care for Real does not discriminate on the basis of race, color, religion, sexual orientation, gender, gender expression, age, national origin, disability, marital status, military status, or other characteristics protected by applicable federal, state, or local law in employment, volunteer opportunity, or operations.**